

NATIONAL FOREIGN INTELLIGENCE BOARD

IC/82/3340
12 February 1982

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26 FEB 82

MEMORANDUM FOR:

[Redacted]

Chief, Records Management Branch/RMD/ISS

FROM:

Walter Elder
Executive Secretary

SUBJECT:

Appreciation for Support to NFIB

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1. As agreed, [Redacted] of your staff arrived promptly on 25 January to assist us in upgrading the NFIB file system, a records inventory spanning some 35 years.

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2. I'm sure you'll agree that it is no small task to search, track, and correlate a vast array of important historical papers which have been subjected to various filing methods over the years. The task called for meticulous file search at the Agency Archives and a reordering of hundreds of locator lists to ensure ready access to any item.

3. I'm pleased to report that the task has been completed. By dint of her prior experience in the Secretariat and her obvious talent for records management management, [Redacted] assistance played a key part in upgrading our file system in record time and without complication. My only regret is that [Redacted] is not available to this office on a permanent basis.

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4. On behalf of the Board, I thank you for your support and I commend [Redacted] on her sterling performance.

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[Redacted]

Walter Elder

IC/82/3340

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